



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 10, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPT AND ALLOCATE ADDITIONAL FISCAL YEAR (FY) 2002-03 CALWORKs
FUNDS FOR PROVISION OF REFUGEE EMPLOYMENT PROGRAM (REP)
SUPPLEMENTAL REFUGEE SERVICES (SRS)
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of CSS, or his designee, to accept and allocate additional Fiscal Year (FY) 2002-03 California Work Opportunity and Responsibility to Kids (CalWORKs) funds in the amount of \$71,800 for a total FY 2002-03 allocation of \$226,800 from the Department of Public Social Services (DPSS) for Compliance Supplemental Refugee Services (SRS) in the Refugee Employment Program (REP).
2. Authorize the Director, or his designee, to accept CalWORKs funding augmentations from DPSS, up to 25% of the original allocation, provided that the Director notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten (10) working days of acceptance.
3. Authorize the Director, or his designee, to execute a contract amendment with the service provider shown on Attachment A in the amount of \$71,800 for a total FY 2002-03 allocation of \$226,800 for the provision of compliance services for REP and to execute the contract amendment in substantially similar form to Attachment B, after County Counsel approval as to form, effective the date of Board approval through June 30, 2003. The cost of the contract amendment is fully financed using CalWORKs Single Allocation funding.
4. Authorize the Director, or his designee, to execute contract amendments in substantially similar form to Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding provided

that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director confirms in writing to the Board of Supervisors and the CAO within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

5. Approve the attached appropriation adjustment in the amount of \$71,800 to reflect additional CalWORKs funding for FY 2002-03 (Attachment D).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions are necessary to continue the provision of REP compliance service in FY 2002-03. The REP program provides case management, employment/training, and placement services to refugees residing in the United States for less than five (5) years, asylees, Cuban and Haitian entrants, and victims of trafficking (Federal Register, 45 CFR 400.43, as amended by 65 FR 15409 on March 22, 2000), heretofore referred collectively as "refugees."

The objective of the REP program is for refugees to adjust and adapt to the American workplace, learn English, find employment, and ultimately achieve self-sufficiency to end their dependence on welfare.

Implementation of Strategic Plan Goal

The recommended actions support the Countywide Strategic Plan Goal of Service Excellence.

FISCAL IMPACT/FINANCING

Currently, CCLA is allocated \$155,000 to provide the compliance service. An appropriation adjustment (Attachment D) is needed to include additional intrafund transfer of \$71,800 in SRS CalWORKs funds to bring the total cost of REP compliance SRS in FY 2002-03 to \$226,800.

There is no impact on the County general fund as the REP Compliance SRS is fully financed using CalWORKs Single Allocation funding. The CalWORKs Single Allocation funding is used for the Compliance SRS for CalWORKs refugee participants failing or refusing to participate in REP without good cause.

DPSS provides compliance SRS funding to CSS through an intrafund transfer, and CCLA provides compliance SRS for the REP program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

REP compliance service strives to reconcile deficiencies in the participation requirements of a non-compliant REP program participant. When compliance process is initiated, Catholic Charities of Los Angeles (CCLA), the service provider shown on Attachment A and otherwise known as the Central Intake Unit (CIU), determines when an SRS participant is non-compliant and makes arrangements to notify DPSS of each non-compliance case. CCLA further makes cause determinations, develops the reconciliation plan, and follows up for the duration of the 20-calendar day compliance period in cases where good cause is not found.

The Standard Terms and Conditions of the service provider contract has been amended to incorporate recent Board mandated provisions.

CCLA, listed on Attachment A, is a private non-profit agency. The contract amendment has been approved as to form by County Counsel.

FY 2002-03 is the second year of a three-year federal funding cycle for Compliance SRS.

CONTRACTING PROCESS

CSS conducted an open competitive Request for Proposal (RFP) process on February 12, 2001 to solicit service providers who had the proven capability to provide case management/employment services and compliance service to a culturally and linguistically diverse refugee population. The RFP was listed on the County's Office of Small Business website. A total of 17 proposals were received as a result of this RFP. The thirteen (13) service providers who were successful in this process, are private non-profit and public agencies who have demonstrated their capacity to provide services required under the REP program and who met or exceeded the minimum mandatory requirements of the RFP. They were selected using a rating instrument, approved as to form by the Auditor-Controller that assessed and scored their ability and fiscal capacity to provide REP services under the provisions of the RFP.

The Honorable Board of Supervisors
June 10, 2003
Page 4 of 4

CCLA was the sole bidder in the solicitation of compliance service proposals and was awarded the contract to perform the compliance services.

The minority vendor survey is included as Attachment E.

IMPACT ON CURRENT SERVICES

Approval of this Board Letter will allow for the continued provision of compliance service to approximately 288 refugees residing in the County of Los Angeles.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert Ryans', with a long horizontal line extending from the end of the signature.

ROBERT RYANS
Director

Attachments (5)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens

ATTACHMENT A

REP SERVICE PROVIDER ALLOCATION FISCAL YEAR 2002-2003

For the period July 1, 2002 through June 30, 2003

Supv. Dist.*	Agency Name	SRS Intrafund for Non- Compliance (Current FY 2002-03 Allocation)	Additional SRS Intrafund for Non- Compliance	Total SRS Allocation for FY 2002-03
1,2,3,4,5	Catholic Charities of Los Angeles	\$155,000	\$71,800	\$226,800

* Supervisorial District(s)



ATTACHMENT B

Contract # _____
Amendment # _____

COUNTY OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM TA/RESS CONTRACT AMENDMENT

THIS AMENDMENT is made and entered into this ____ day of _____, by and between the **COUNTY OF LOS ANGELES**, hereinafter referred to as the "**COUNTY**" and Catholic Charities of Los Angeles, hereinafter referred to as the "**CONTRACTOR**".

WHEREAS, the parties hereto have previously entered into a Contract on July 1, 2002 as part of the Refugee Targeted Assistance and Refugee Employment Social Services Programs, pursuant to the provisions of Assembly Bill 2635, Chapter 1192, Statutes 1987, Section 13280 of the Immigration and Nationality Act as amended by the Refugee Act of 1980, (Public Law 98-212) 8 USC 1522 (c), hereinafter referred to as the "Act", the Refugee Assistance amendments of 1982 and 1986, and Federal Action Transmittals SSA-AT-79-33 (August 24, 1979 and ORR-AT-80-1 (March 1980) and ORR-AT-82-3 (October 25, 1982) and all applicable California State Budget Control Language.

WHEREAS, the County Board of Supervisors approved an allocation of FY 2002-03 ORR TA/RESS Program monies to the currently funded agencies; and

WHEREAS, the parties desire to amend said Contract in accordance with the terms and conditions set forth below.

NOW, THEREFORE, the parties agree to amend the contract as follows:

CONTRACT FUNDING, is amended as follows:

1. **COUNTY** shall reimburse **CONTRACTOR** an additional amount not to exceed \$ _____ in ORR Refugee Program Grant funds, as specified in the Budget Summary, Exhibit E such that the total amount of the contract as amended shall not exceed \$ _____ beginning July 1, 2002 through June 30, 2003 for services provided through ORR Refugee Program Grant funds.
2. **COUNTY** shall deduct from **CONTRACTOR** an amount not to exceed \$ N/A in ORR Refugee Program Grant funds, as specified in the Budget Summary, Exhibit E such that the total amount of the contract as amended shall not exceed \$ N/A beginning N/A, through N/A for services provided through ORR Refugee Program Grant funds.

- | Component(s) | Previous Allocation | Additional Allocation | Total Allocation |
|--------------|---------------------|-----------------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

IN WITNESS WHEREOF, the **COUNTY OF LOS ANGELES** has caused this Amendment to be subscribed on its behalf by the Director of Community and Senior Services, or his designee, and the **CONTRACTOR** has subscribed the same through its authorized officer, the day, month, and year first written above.

/ /

The person signing on behalf of the **CONTRACTOR** warrants that he or she is authorized to bind the **CONTRACTOR**, and attests to the truth and authenticity of representations made and documents submitted and incorporated as part of this contract, under penalty of perjury.

**COUNTY OF LOS ANGELES
Community and Senior Services**

By _____
ROBERT RYANS, Director Date

APPROVED AS TO FORM:

**Lloyd W. Pellman
County Counsel**

By _____
Deputy County Counsel

CONTRACTOR

Contractor's Name (print)

By _____
Authorized Signature

(Print or Type Name)

Title (Print or Type)

Executed at: _____
City

Date



ATTACHMENT C

Contract # _____
Amendment # _____

COUNTY OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM TA/RESS CONTRACT AMENDMENT

THIS AMENDMENT is made and entered into this ____ day of _____, by and between the **COUNTY OF LOS ANGELES**, hereinafter referred to as the "**COUNTY**" and _____, hereinafter referred to as the "**CONTRACTOR**".

WHEREAS, the parties hereto have previously entered into a Contract on _____ as part of the Refugee Targeted Assistance and Refugee Employment Social Services Programs, pursuant to the provisions of Assembly Bill 2635, Chapter 1192, Statutes 1987, Section 13280 of the Immigration and Nationality Act as amended by the Refugee Act of 1980, (Public Law 98-212) 8 USC 1522 (c), hereinafter referred to as the "Act", the Refugee Assistance amendments of 1982 and 1986, and Federal Action Transmittals SSA-AT-79-33 (August 24, 1979 and ORR-AT-80-1 (March 1980) and ORR-AT-82-3 (October 25, 1982) and all applicable California State Budget Control Language.

WHEREAS, the County Board of Supervisors approved an allocation of FY 2002-03 ORR TA/RESS Program monies to the currently funded agencies; and

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2. **COUNTY** shall deduct from **CONTRACTOR** an amount not to exceed \$ _____ in ORR Refugee Program Grant funds, as specified in the Budget Summary, Exhibit E such that the total amount of the contract as amended shall not exceed \$ _____ beginning _____, through _____ for services provided through ORR Refugee Program Grant funds.

- | Component(s) | Previous Allocation | Additional Allocation | Total Allocation |
|--------------|---------------------|-----------------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

IN WITNESS WHEREOF, the **COUNTY OF LOS ANGELES** has caused this Amendment to be subscribed on its behalf by the Director of Community and Senior Services, or his designee, and the **CONTRACTOR** has subscribed the same through its authorized officer, the day, month, and year first written above.

[illegible]

Attachment D

BOARD OF
SUPERVISORS
OFFICIAL COPY

76R 352M (11/83)

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 325

DEPARTMENT OF COMMUNITY & SENIOR SERVICES

May 20, 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 VOTESOURCES

Community & Senior Services
Refugee Employment Program
Intrafund Transfer
AO1-CS-27189-6800
\$ 71,800 72,000

USES

Community & Senior Services
Refugee Employment Program
Services & Supplies
AO1-CS-27189-2000
\$ 71,800 72,000

This adjustment is requested to reflect an additional \$ 71,800 in fiscal year 2002-03 for compliance supplemental Refugee Services funded by intrafund transfer from the Department of Public Social Services.

5/20/03
she will inter for
me for 72,000

Yonda Lee
BUDGET OFFICER

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR —

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

APPROVED AS REQUESTED

AS REVISED

19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

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ATTACHMENT E

MINORITY/WOMEN PARTICIPATION VENDOR SURVEY

REP SRS SERVICE PROVIDER

Agency Name	Board Members % Minority/% Women	Staff % Minority/% Women
Catholic Charities of Los Angeles	19%/28%	92%/65%